

<b>Position Title:</b> Funding Development Manager	<b>Reports to:</b> Chief Executive Officer	<b>Authorisation Date:</b> CEO, May 2010
<b>Classification level:</b>	<b>Appointment status:</b> Permanent	
<b>Roles reporting to this one:</b> Works in collaboration with the Communications Manager and the Chief Executive Officer		
<b>Position Purpose:</b> To develop and implement funding development programs to meet the strategic directions of the organisation including diversifying and increasing revenue, and augmenting the support and reputation of BGF. These programs will ensure BGF is the HIV charity of choice for an increasing number of people in our community.		
<b>Key Relationships / Interactions / Contacts:</b> This role represents BGF at a range of fundraising and related meetings. The relationships and contacts of this role are broad and varied, from donors, government, sponsors, suppliers, event organisers, event participants, media and contractors.		

**Essential Criteria:**

- High level experience and knowledge in design and implementation of donor care programs including regular giving, appeals and major donors.
- Extensive experience in the procurement and management of a corporate partnership program including sponsorships, payroll giving programs, and program funding.
- Excellent and demonstrated skills in the design, implementation and evaluation of a Funding Strategy.
- Demonstrated contract management experience particularly in relation to event management.
- Demonstrated knowledge and experience in event management appropriate for BGF's range of events.
- Extensive experience and ability to manage projects with competing priorities and deadlines. Project management to include detailed budgets, scope, key milestones and implementation.
- High level competency in standard computer office software in addition to Powerpoint and Raiser's Edge or similar fundraising databases.
- High level financial and analytical management skills, particularly in relation to return on investment for donor programs.
- Current knowledge of HIV/AIDS and the challenges facing PLHIV in NSW.
- Excellent skills in verbal and written communication and interpersonal relationships.
- Demonstrated experience in maintaining and developing day to day operational procedures including records management, finance, report writing, correspondence, document and policy production.
- Current drivers licence.
- Capacity to work outside normal business hours as planning for events and fundraising activities dictate.

**Key accountabilities.** At this level the key accountabilities (incl. activities and outcomes) build on the key accountabilities for similar / related roles at the SACS Grade 2. It is assumed that the incumbent is capable of meeting the accountability expectations of this role and the lower classification role.

Key Accountabilities	Typical activities and outcomes
<b>BGF Team Member:</b>	<ul style="list-style-type: none"><li>• Is an effective and active member of the BGF team who works to ensure their area of work delivers services and support that align with the mission, vision, values and goals of BGF and team.</li><li>• At all times operate in a way that contributes to the workplace and is free of discrimination, harassment or bullying behaviour.</li></ul>

	<ul style="list-style-type: none"> <li>• Operate as a team member to achieve team and BGF goals and comply with BGF policies and procedures.</li> <li>• Undertake development to achieve individual, team and BGF goals.</li> <li>• Responsible for taking action to prevent damage to the health and safety of self, other people and/or to property. Responsible for taking prompt and correct action when actual damage / injury occurs.</li> <li>• Maintain confidentiality of information at all times.</li> <li>• Ethically and respectfully build and maintain effective working relationships with all current and potential stakeholders.</li> <li>• Adhere to and role model the BGF Code of Conduct.</li> </ul>
<b>Donors, Sponsorship and Events</b>	<ul style="list-style-type: none"> <li>• Develop and implement a comprehensive strategy for the identification, cultivation, acquisition, and management of current and prospective donors and event sponsors.</li> <li>• Research of potential major donors, developing briefing notes and materials for the board and executive, and brief Board members to do frontline relationship-building.</li> <li>• Prepare and deliver presentations for potential donors, and corporate partners and sponsors.</li> <li>• Responsibility for the donor database, including gift processing and acknowledgments, and will provide general support to other members of the Fundraising staff and Committee, as needed.</li> <li>• Monitor progress towards annual goals for donations. Monitor industry trends, and make recommendations for changes or enhancements to donor recognition practices.</li> <li>• Events – manage contractor/s and suppliers to ensure the delivery of high quality events that meet budget and improve BGF’s reputation, profile and revenue.</li> <li>• Corporate sponsorship – undertake research on potential partners, procure sponsorships and maintain relationships.</li> <li>• BGF Brand - ensure branding and key messages are consistently and correctly used on all applications, and build awareness of BGF within the broader community.</li> </ul>
<b>Administration and operations</b>	<ul style="list-style-type: none"> <li>• Ensure all records, data and files are maintained to a high standard and consistently current.</li> <li>• Review policies and procedures and update as required.</li> <li>• Contribute to monthly, quarterly and annual reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain data integrity for donations, mailouts and other activities using the Raiser's Edge database.</li> <li>• Utilise effective communication skills to ensure information is distributed on a timely and clear basis.</li> <li>• Responsible for own day to day administration e.g. travel, correspondence, appointments.</li> <li>• Develop, document and maintain systems and procedures to manage own area of work so that essential activities can be continued when absent.</li> <li>• Procure, train and supervise volunteers.</li> </ul>
<b>Contractor relationships</b>	<ul style="list-style-type: none"> <li>• Use assertive communication and effective feedback with contractors.</li> <li>• Using highly developed communication and negotiation skills effectively establish an agreed understanding of the issues and key milestones.</li> <li>• Respectfully and ethically communicate, and work with service providers/contractors to achieve agreed outcomes.</li> <li>• Use highly developed project management skills for the development and implementation of fundraising activities.</li> </ul>
<b>Planning and Strategy</b>	<ul style="list-style-type: none"> <li>• In collaboration with CEO set priorities, plan and organise your own work and align with the Strategic Plan and Fundraising objectives.</li> <li>• Contribute to project plans and update regularly</li> <li>• Review services, suggest improvements and draft recommendations for funding opportunities .</li> <li>• Maintain, develop and implement policies and procedures.</li> <li>• Make recommendations to improve the type and level of service, support and advice necessary to further develop the annual fundraising program assist with the business planning and reporting.</li> <li>• Assist with the development of strategies in response to identified service / access issues and recommendations.</li> </ul>
<b>Finance and Budget</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with administrative and financial policies, procedures and budget in relation to areas of responsibility.</li> <li>• Contributes to the development of the budget for the annual fundraising program.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Assist with the development of new team members and volunteers.</li> <li>• May be required to supervise other team members or volunteers from time to time.</li> </ul>